

**CRIME CONTROL & PUBLIC SAFETY
SOCIAL/CLINICAL RESEARCH SPECIALIST
COMPETENCY PROFILE**

Description of Work:

Positions in this banded class plan, organize, conduct, and evaluate social research. Work is performed to support research or develop public programs and policies. Social research includes behavioral, criminal justice, economic, educational, public health/medical, public policy, sociology, and closely related areas. Social researchers create or validate theories through data/information collection, documentation and analysis with a goal of description and explanation. The range of duties includes, but is not limited to: project planning and design, developing methodology, database development and management, data/information collection and analysis, project administration, program and/or policy development and evaluation, preparing publications and reports and related products, communication, instruction and public education. Work may include the training and supervision of staff, students and others.

Competency	Definition
Knowledge – Professional	Possesses a high level of professional skill or knowledge in specific area(s) and keeps up with current developments and trends in area(s) of expertise. Knowledge of social research principles, methods and processes (technical and/or theoretical) used to conduct a systematic and objective inquiry including study design, methods of data/information collection and analysis, and interpreting and reporting results; knowledge of statistics and related information technology; database storage and management.
Project Design	Plans and coordinates methods and techniques to meet social research objectives, including project resources, methods of data/information collection and quality control.
Project/Program Administration	*Manages and administers social research project(s)/program(s) tasks, activities, protocols and timelines. Manages resources and monitors activities associated with the progression of the project(s)/program(s).
Data/Information Analysis/Management	Monitors, collects, and maintains research data/information to assess accuracy, validity, and integrity; performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; conducts trend and impact analysis; projects probable outcomes. Creates and maintains databases and applies criteria for interaction of data.
Communication	Conveys clear and concise information verbally and in written form; effectively presents ideas to individuals or groups to ensure that they understand the information and message. Presents research results and summaries; adheres to reporting requirements of research project(s)/program(s); contributes to the writing of publications, reports and products. Instructs and trains research subjects, staff, students, and/or other clients in the performance of procedures

*Manage – To direct the affairs or interests of

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	Journey	Advanced
Positions in this banded class perform entry-level duties in planning, organizing, conducting, and evaluating social research. Work is performed to support research or develop public programs and policies. At this level, work requires basic knowledge of research in the area of assignment, retrieval of data/information, working within established deadlines, and working with a project or program of limited scope and complexity. The range of duties includes, but is not limited to: project planning and design; developing methodology; database development and management; data/information collection and analysis; project administration; participation in publications and reports and related products; communication, instruction and public education.	Positions in this banded class plan, organize, conduct, and evaluate social research. Work is independently performed to support research or develop public programs and policies. At this level, work requires a full knowledge of research in the area of assignment, the evaluation and modification of collection methodology, assessing the needs of the project(s)/program(s) and making changes as needed, working within multiple and/or concurrent or complex assignments, and analyzing data for accuracy, validity and integrity. The range of duties includes, but is not limited to: project planning and design, developing methodology, database development and management, data/information collection and analysis, project administration, program and/or policy development and evaluation, preparing publications and reports and related products, communication, instruction and public education. Work may include the training and supervision of staff, students and others.	Positions in this banded class plan, organize, and evaluate social research with a comprehensive knowledge of research in the area of assignment. Work is independently performed to support research or develop public programs and policies. At this level, work involves: planning and designing data/information collection, technology and analysis; establishing goals and objectives; managing multiple, concurrent or multi-faceted complex work; program and/or policy development and evaluation; preparing publications and reports and related products; instruction and public education. Work may include the training and supervision of staff, students and others.

Knowledge – Professional

Possesses a high level of professional skill or knowledge in specific area(s) and keeps up with current developments and trends in area(s) of expertise. Knowledge of social/clinical research principles, methods and processes (technical and/or theoretical) used to conduct a systematic and objective inquiry including study design, methods of data/information collection and analysis, and interpreting and reporting results; knowledge of statistics and related information technology; database storage and management.

Contributing	Journey	Advanced
Demonstrates basic knowledge of social research principles, study design, methods of data/information collection and analysis to complete defined assignments. Demonstrates knowledge of statistics and related information technology to complete defined assignments.	Demonstrates full* knowledge of social research principles, study design, methods of data/information collection and analysis to independently manage projects and/or programs. Demonstrates knowledge of statistics and related information technology to analyze and report data/information.	Demonstrates comprehensive** knowledge of social/clinical research principles, study design, methods of data/information collection and analysis to develop strategies and/or policies that guide projects, programs or new initiatives. Demonstrates knowledge of statistics and related information technology to interpret complex data/information or data sets and identify and communicate trends and probable outcomes.

Basic knowledge - The span of knowledge minimally necessary to complete defined assignments.

Full knowledge - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishment of the research objective.

Comprehensive knowledge - The broad scope of knowledge demonstrated on the job that is beyond journey competencies.

Project Design

Plans and coordinates methods and techniques to meet social research objectives, including project resources, methods of data/information collection and quality control.

Contributing	Journey	Advanced
Retrieves data/information to be collected and documented. Gathers and documents individual resources needed to complete work. Assists with implementation of resources.	Identifies, evaluates and modifies data/information collection methodology. Provides consultation regarding use of data/information. Modifies and adjusts resources needed to conduct research.	Plans and designs data/information collection, technology and analysis. May involve collaboration with management and others. Designs, develops, and evaluates research methods and quality controls; reports design alternatives to investigators or upper management. Decides and leads the change in design.

Project/Program Administration

Manages and administers social research project(s)/program(s) tasks, activities, protocols and timelines. Manages resources and monitors activities associated with the progression of the project(s)/program(s).

Contributing	Journey	Advanced
Plans work to meet established deadlines. May monitor work of others, giving assignments and instruction as needed. Coordinates an assigned project/program of limited scope and complexity within set parameters. Follows established guidelines for assessing compliance with protocol and manuals of operational procedures. Writes comprehensive reports summarizing the results of the site visit.	Plans work to meet objectives and deadlines; assesses the needs of the project(s)/program(s) and makes changes in process, work flow and/or assignments. May monitor work of others, giving assignments and instruction as needed. Leads multiple, concurrent assignments or a multi-faceted/some complexity project(s)/program(s). Follows established guidelines for assessing compliance with protocol and manuals of procedures and suggests possible ways to improve on the monitoring process. Writes comprehensive reports summarizing the results of the site visit and conveys the major points of the report to field center staff/PI and supervisory personnel.	Establishes goals and objectives of the project(s)/program(s), sets and changes deadlines; plans, assigns and reviews work of others. Manages multiple, concurrent projects and/or multi-faceted/complex project(s)/program(s); directs others in making modifications. Develops and implements the guidelines for assessing compliance with the protocol and manuals. Writes comprehensive reports summarizing the results of the site visit. Conveys the major points of the report to field center staff/PI. Decides appropriate corrective action to be taken and informs study leadership of the results.

When determining complexity, a number of factors should be considered, including but not limited to study design, multiple contracts, multiple sites/centers, size and volume

Data/Information Analysis/Management

Monitors, collects, and maintains research data/information to assess accuracy, validity, and integrity; performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; conducts trend and impact analysis; produces and evaluates estimates; projects probable outcomes. Creates and maintains databases and applies criteria for interaction of data.

Contributing	Journey	Advanced
Monitors and collects data/information as required by research or program protocol. Inputs data/information into databases with limited management as required by protocol. Performs statistical analysis. Observes and reports trends in data/information.	Analyzes data/information for accuracy, validity and integrity. Maintains quality control and assurance. Applies criteria or parameters for extract of data/information; creates databases. Interprets and evaluates results; prepares reports and/or presentations. Analyzes data/information to determine potential relationships.	Defines standards for the collection of data/information; sets standards for accuracy, validity and integrity; may lead others in implementing standards instead of analysis. Trouble-shoots/resolves quality control issues through changing processes. Expert in identifying criteria or parameters for extraction and reporting of data/information. Selects alternative statistical methods and/or software; plans, interprets and evaluates results. Plans and leads others in analysis. Projects probable outcomes, potential impact on policy, research or program.

Communication

Conveys clear and concise information verbally and in written form; effectively presents ideas to individuals or groups to ensure they understand the information and message. Presents research results and summaries; adheres to reporting requirements of research project(s)/program(s); contributes to the writing of publications, reports and products. Instructs and trains research subjects, staff, students, and/or other clients in the performance of procedures.

Contributing	Journey	Advanced
Communicates detailed outcomes and results of research. Assists in preparation of research findings and reports. Collects information for grant writing and reporting. Assist in consultation, gather information in response to an inquiry. Trains others in data/information collection and use of tools. Documents steps needed to conduct data/information collection/analysis; reviews and maintains correct standard operations, procedures and protocols.	Leads exchange of research information through technical assistance and instruction. Contributes to preparation of and presents publications, reports or policies. Assists in grant writing and proposal development. Independently provides consultation to clients or others related to the specific project/program. Develops and/or create informational products. May provide or assist with design. Trains others in the performance of specialized methodologies and data/information analysis tools. Documents research methodologies and results in reports and/or publications. Trains others in procedures	Leads, consults and/or makes recommendations in the area of research or agency/program policy through effective communication about the research project(s) or program(s). Co-authors/authors manuscripts, publications, reports or policies; serves as primary presenter. Collaborates in the conception and design of original research. Provides consultation as an expert involving complex work products. Designs informational products. Sets/defines standards. Develops and implements multifaceted data/information analyses and methodologies; coordinates the instruction of others in the use of these methodologies. Collaborates with research staff and colleagues to validate and/or redirect research based on documented results. Develops complete process/procedures.

Minimum Training and Experience Guidelines:

Four year degree in a discipline related to the field assigned and one year of related training or experience, or combination of training and experience necessary to perform the work.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.